

FEB 14 1953

MEMORANDUM FOR: Chief, General Services Office

SUBJECT : Transfer of FI Reproduction Activities to General Services Office

REFERENCE : Memo dtd 28 Jan 53 for DD/A fr C/GS, same subject

1. Your request for transfer of the reproduction functions and the transfer of 19 positions from the Deputy Director (Plans) area to the General Services Office is approved, subject to the following conditions:

a. That the total Deputy D25X9A2 (Plans) ceiling and Table of Organization are reduced by [REDACTED]

b. that the grades of the transferred positions are subject to Classification review along with the balance of the consolidated reproduction activities;

c. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

2. The tentative on-duty ceiling for the General Services Office is increased to [REDACTED] positions, subject to reduction as the result of reorganization of the combined reproduction activities.

25X9A2

/s/
L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Lstd in Ref
cc: AD/P
Comptroller
GAO/DDP
Chief FI/ROM

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FEB 2 1959

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Personnel Office Attachment to Memorandum for DD/A from Chief, Office of General Services, subject: "Transfer of FI Reproduction Activities to the Office of General Services"

25X9A2

The Personnel Office is concurring in the recommendation of the Chief, Office of General Services that [REDACTED] reproduction positions be transferred from DD/P to the Office of General Services, with the understanding

- (a) that final approval of the grade structure of the consolidated reproduction activity depend upon review by the Classification and Wage Division; and
- (b) that the DD/P ceiling is reduced by nineteen as a result of this transfer; and
- (c) that, while every effort will be made to obviate the need for any of the employees involved to suffer a grade reduction, as requested by the Chief, FI/RQM, in his memorandum to you of 19 January 1953, no absolute assurance or guarantee to this effect can be upheld at this time by the Personnel Office.

25X1A9a

SIGNED

[REDACTED]
Assistant Director (Personnel)

OPD/DCK:lcd (29Jan53)

Distribution:

Orig. & 1 - Addressee

1 - CWD

1 - PD(C)

1 - RPS

1 - [REDACTED] 11 08 74 53

1 - Reading

2-10-53 [REDACTED] Security Information

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KCT
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